

<b>Illinois</b> Department of <b>Corrections</b>		Number	02.65.108
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		Effective	9/1/2002
Section	02	Fiscal and Business Management	
Subsection	65	Timkeeping	
Subject	108	Holidays	

## I. POLICY

### A. Authority

730 ILCS 5/3-2-2

80 Ill. Adm. Code 303.190 through 303.225

### B. Policy Statement

Department employees shall accrue and use holiday time in compliance with Department of Central Management Services, Bureau of Personnel Rules, Collective Bargaining Agreements, and Department of Corrections policy and directives.

## II. PROCEDURE

### A. Purpose

The purpose of this directive is to establish a written procedure governing the responsibility of staff regarding the accrual and use of holiday time.

### B. Applicability

This directive is applicable to all bureaus, divisions, and offices within the Department.

### C. Internal Audits

An internal audit of this directive may be conducted annually in accordance with the facility internal audit schedule.

### D. Requirements

1. RC-6, 14, 23, 28, 29, 62, 63, Prevailing Rate, and CU500 employees who work a holiday shall automatically have the holiday accumulated, unless the employee submits a written request on the Employee's Comp or Pay Option, DOC 0160, within the pay period or there is a DOC 0160 on file to have the holiday paid. Cash payments shall be governed by current Collective Bargaining Agreements.
2. The holiday shall automatically be accumulated when a holiday falls on an employee's, including non-contract employee's, scheduled day off. However, holidays shall not be accumulated for part-time employees whose schedules are specifically weekends and holidays.
3. When an employee has worked a holiday or when the holiday falls on the employee's day

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off, the timekeeper shall indicate same on the daily time sheet. Any overtime worked on a holiday by a bargaining unit employee shall be considered holiday time at the appropriate rate rather than overtime. Overtime worked on a holiday shall be accumulated or paid as a regular holiday at double time or as a Super holiday at double time and one half. For AFSCME employees, Super Holidays are Thanksgiving Day (Thursday), Christmas Day, Labor Day, or the day in which the holiday is observed as a paid holiday only. Additional days may be designated as Super Holidays by contract. For example, New Year's Day is a Super Holiday for Prevailing Rate employees.

4. The oldest accumulated holiday time shall be used first in the following increments:
  - a. One half hour increments after a minimum usage of one hour ;
  - b. One-half day;
  - c. Full day; or
  - d. Same period of time as earned. For example, if 3 3/4 hours were worked, the employee may take 3 3/4 hours.
5. All requests for use of holiday time shall be submitted to the immediate Supervisor on a Notification of Absence, DOC 0126, and be processed in accordance with Administrative Directive 02.65.173. All denied requests shall be recorded by the Chief Timekeeper on the Employee's Time Sheet, DOC 0140.
6. By the end of the pay period, the timekeeper shall submit a Payroll Time Report in accordance with Administrative Directive 02.65.180, the daily time sheets, and any DOC 0160 requests regarding cash payment in lieu of accumulating the holiday to the Chief Timekeeper or Payroll Section.
7. The Chief Timekeeper shall record all holidays worked or earned on each Employee's Time Sheet and shall note if the holiday is "accumulated" or "paid."
8. The following rules shall apply when an employee has been denied the use of holiday time or the holiday time has not been used within 12 months.
  - a. RC-6, 14, 28, 62, 63, Teamsters, and CU-500 employees: who have requested and have been denied the use of holiday time twice in writing within 12 months from the date earned:
    - (1) Shall receive cash payment for the holiday in the pay period during which the second denial occurred unless the employee requests in writing on the Employee's Comp or Pay Option, DOC 0160, to continue to accumulate the holiday indefinitely. Requests to indefinitely accumulate a holiday shall be submitted within the same pay period of the second denial.
    - (2) Once holiday time is accumulated indefinitely the employee may use the holiday time at any approved time or request cash payment at any time

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on the DOC 0160.

- (3) Holidays that have been indefinitely accumulated and not used or paid shall carry from one year to another on the Employee's Time Sheet until used or paid.
    - (4) If the holiday time is not used, paid, or accumulated indefinitely within 12 months from the date earned, the employee shall be paid for the holiday in the last pay period of the 12<sup>th</sup> month after it was earned or paid.
  - b. RC-23 employees who have requested and been denied the use of a holiday time once in writing within 12 months from the date earned shall receive cash payment or accumulate the holiday time indefinitely on a DOC 0160.
  - c. RC-29 employees shall be paid in the pay period of the 12th month after the holiday was earned.
  - d. Prevailing Rate employees who have requested and who have been denied the use of the holiday time twice in writing shall:
    - (1) Receive cash payment for the holiday time in the pay period of the second denial; and
    - (2) Be paid for the balance of accumulated holiday time at the end of each fiscal year. Accumulated holiday time may not be carried to the next fiscal year.
  - e. Any holiday time of non-contract employees not used within 12 months after earned shall be forfeited; it may not be accumulated or paid.
  - f. Part-time (monthly rate) employees shall be subject to the foregoing provisions based on the job title.
9. When an employee transfers within the Department or to another State agency under the jurisdiction of the Governor or the Personnel Code, the Chief Timekeeper shall transfer the balance of holiday time, dates worked or earned, and the dates of denied requests for use of accumulated holidays to the receiving location. A copy of both sides the Employee's Time Sheet shall be sent to the receiving location.
10. Upon separation, only RC-6, 14, 23, 28, 29, 62, 63, Prevailing Rate, and CU-500 employees may receive cash payment for accumulated holidays.

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Authorized by:

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**Donald N. Snyder Jr.**

**Director**

Supersedes:

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